



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
TENNESSEE REAL ESTATE COMMISSION
500 JAMES ROBERTSON PARKWAY STE 180
NASHVILLE TN 37243-1151
(615) 741-2273 or (800) 342-4031

January 2009

Dear Educator:

The Tennessee Real Estate Commission in their January 8, 2009 meeting voted to establish new forms and procedures for course review. All courses submitted after that date for both initial review or course renewal must be submitted with the new forms. Enclosed with this letter are the following:

- Course Review Application and Instructions (dated 01/2009)
- Instructor Form and instructions (dated 01/2009)
- Instructions for electronic rosters for course completion information
- Topics to be covered in the 2009-2010 TREC CORE Course
- Course Outline for the Course for New Affiliates

Copies of TREC law, rules and policies concerning education (course outlines for the affiliate pre-licensing course, office broker management and topics for continuing education) can be accessed at the TREC web-site:

www.tn.gov/commerce/boards/trec - click on links for law, rules and policies.

The Commission is in the process of submitting new rules which include changes to the education process. Upon promulgation of these rules there may be changes in the two forms listed above. Any forms dated later than 01/2009 will supersede the forms dated 01/2009. The TREC web-site will always have the current forms available.

Also, new is the submission deadline for courses to be reviewed by the Commission. Courses must be in this office by the 1st day of the month prior to the month to be reviewed. If a course is reviewed in June of a year, it must be in this office by the first day of May of that year. There is always delay in mail arriving in this office since it first must go through the Dept. of Commerce & Insurance mail room and cash office before being delivered to our office. Taking that into consideration, the application packet should arrive at the Department of Commerce & Insurance no later than five (5) days before the 1st of the month.

The Commission does not allow solicitation for goods or services during any of the approved course presentation.

If you have questions, please contact me by letter, phone (direct 615-253-1178) or e-mail (kathy.riggs@tn.gov).

Sincerely,

Kathy M. Riggs, Ph.D.
Director of Education



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INSTRUCTIONS FOR APPLICATION FOR COURSE APPROVAL

**PLEASE READ CAREFULLY AND COMPLETE EVERY BLANK
INFORMATION MUST BE LEGIBLE OR APPLICATION WILL BE RETURNED**

The following explanations refer to the numbers which appear on the application.

1. Circle initial course application or course renewal. If renewal is selected, include the current course number in blank provided.
2. Include the complete school or sponsor name. A school/sponsor may be a proprietary organization, an agency, an association or an individual.
3. Include the complete mailing address
4. Include proper city, state, zip code and day-time phone contact number.
5. Include fax number and e-mail address.
6. Include web address (or indicate not available) and list one contact person with whom the Commission will correspond.
7. List course title
8. List all instructors (All instructors must complete an instructor packet which includes the Instructor Form and backup information. **All instructor names must be listed** – Do not say see resumes attached or use similar language.)
9. Select Format of Delivery. If Classroom, circle and move on to section 10. If Distance Learning, circle the type. If course is a distance learning course, the primary provider may select and use secondary providers who also have the course(s) approved by the Tennessee Real Estate Commission and/or may use entities for marketing their courses. The marketing entities must clearly indicate that they are not the sponsor/owner of the course to insure the student/licensee is aware that s/he is being directed to the approved school/sponsor who will provide the course and report course completion information.

10. Put in whole hours of instruction. TREC does not recognize courses less than 2 hours in duration and does not recognize portions of hours. Rule 1260-5-.03(2) defines that each hour of classroom instruction shall consist of fifty (50) minutes of actual instruction.
11. Provide a statement concerning the purpose of the course.
12. Provide a statement indicating how the course will improve professionalism.
13. List other professions (if applicable) for which you have or plan to obtain education credit.
14. Indicate if this course is relevant to all TREC licensees or is targeted toward a particular group of licensees.
15. Select the statute and/or rule which supports this course being applicable for real estate practitioners. For example, a basic real estate principles course would be supported by TCA §62-13-303(a)(3)(A) and Rule 1260-5-.03(3) or a continuing education course on agency would be supported by TCA §62-13-303(g) and Rule 1260-5-.03(5)(a)4. All TREC Laws and Rules may be accessed through the Commission's web-site at www.tn.gov/commerce/boards/tred
16. Include with the application all the information listed in this section.
17. The contact person listed in part 6 must sign and date the application. Failure to provide both signature and date will render the application incomplete and the entire application packet will be returned to the sponsor listed in part 1 of this application and to the address listed in parts 3 and 4 of this application.

This Space for Office Use Only

Approved:

Sponsor No.:

Course No.:

Expiry Date:

Tennessee Real Estate Commission
500 James Robertson Parkway
Nashville, TN 37243
615-741-2273 or 800-342-4031



1. APPLICATION FOR COURSE APPROVAL (01/2009) (If renewal, review instructions)

Application (circle one): Initial Course
Application

Course
Renewal

TREC No. if Renewal _____

2. Sponsor Name: _____

3. Mailing Address: _____

4. City/State/Zip: _____

Phone No. () _____

5. Fax No.: _____

E-mail: _____

6. Web: _____

Contact Person: _____

7. Course Title: _____

8. Instructors: _____

9. Format of Delivery: (Circle either Classroom or Distance Learning – if Distance Learning Circle Type)

Classroom or Distance Learning

Paper/Pencil

Disk

Internet

Other _____

10. Course Length: _____

11. Purpose of Course: _____

12. Statement Concerning How Course Will Improve Professionalism: _____

13. List Other Professions for which Sponsor is Seeking Continuing Education Credit:

14. Is course relevant to all Tennessee Real Estate Licensees (affiliates, brokers, principal brokers)? Yes _____ No _____ (If No, explain relevance to targeted group).

15. Cite the Tennessee Real Estate Commission's Law(s) and/or Rule(s) which make this course fit pre-license or continuing education credit (see instructions):

16. Include with this completed application all the following:

Comprehensive Timed Outline for Entire Course

Course Materials for Paper and Pencil Courses

Completed Instructor Information Form for Each Instructor

An anticipated schedule of course presentations

Certification Documentation for Internet or Disk Based Course – such certification must be from a certifying body which insures courses are completed

Payment for the course relative to the number of continuing education hours requested

Course Not exceeding 8 hours	\$25.00
Course from 9 – 30 hours	\$50.00
Course exceeding 30 hours	\$100.00

By my signature I confirm all information in this application packet to be correct. I will ensure that all course completion information will be provided to the Tennessee Real Estate Commission in the appropriate electronic format and on a timely basis (within 10 working days) which will provide numbers of attendees of the course(s). I will submit to the Commission student evaluations of the course(s) also via electronic format with the submission of course completion information.

17. _____
Signature of Contact Person Listed on Page 1

Date



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DIRECTIONS FOR COMPLETING THE INSTRUCTOR FORM

This form must be completed in its entirety by every instructor listed on the Application for Course Approval, signed and dated before it will be reviewed by the Tennessee Real Estate Commission.

1. Provide complete name of instructor
2. Provide address, phone number and e-mail address of instructor
3. Check the appropriate box for disciplinary action – if yes selected attach explanation and documentation to this application
4. If instructor wishes to teach pre-license education (60 hour pre-license course for affiliates, course for new affiliates or office broker management) select the requirement(s) that apply to the instructor named on line 1.
5. If instructor wishes to teach continuing education courses, select the requirement(s) that apply to the instructor named on line 1.
6. Place a check mark in the "yes" column for course topics the instructor named on line 1 has the education and/or experience which would qualify him/her to teach such topic. While this form and instructor documentation must be attached for each and every course presented for review, the pre-determination of areas for which an instructor is qualified could expedite course review. Do not write in any of the "Date Comm. Approves" section.
7. Sign and date the application.

Partially completed forms will be returned.

You must attach a resume and copies of transcripts and professional licenses to the application and any certificates which support qualifications.



1. Name _____

2. Address _____ Phone _____

E-Mail _____

3. Have you ever been disciplined by any licensing or certifying body? No _____ Yes _____ (If yes, attach explanation and documentation to this application)

PLEASE NOTE: YOU MAY APPLY FOR MORE THAN ONE AREA OF INSTRUCTION USING THIS APPLICATION. IT IS SUGGESTED YOU SELECT AS MANY AREAS FOR WHICH YOU QUALIFY WITH YOUR INITIAL APPLICATION IN ORDER TO EXPEDITE THE COMMISSION'S REVIEW AT A LATER DATE.

A RESUME AND COPY OF ANY AND ALL PROFESSIONAL LICENSES MUST ACCOMPANY THIS APPLICATION.

4. PRE-LICENSE INSTRUCTION: If applying to instruct pre-license education (Principles of Real Estate, Course for New Affiliates and/or Office Broker Management) check at least one area in which you meet the requirements (Rule 1260-5-.04 and Policy 94-CPS-003). The Commission requires this course be instructed by a principal broker with at least 5 years of experience. If you do not meet the 5 year requirement, you must appeal to the Commission for a waiver. Include a letter of explanation for the waiver request with this application.

_____ completion of instructor training course (attach copy of certificate of completion) _____ teaching certificate (attach certificate)

_____ bachelor's degree in education _____ designation of CRB, CRS, DREI, GRI

_____ other _____

5. CONTINUING EDUCATION INSTRUCTION: If applying to teach continuing education, check at least one of the following:

_____ completion of instructor training course (attach certificate of completion) _____ graduate of accredited law school (attach copy of diploma, transcript or license)

_____ degree in area of instruction (attach copy of diploma or transcript) _____ recognized designation in area of instruction (attach documentation)

_____ five (5) years experience in area of instruction (attach documentation if other than resume) _____ Other _____

6. The topics in the table below indicate the types of courses defined by law and/or rule. Please select the area(s) you would like for the Commission to review relative to your teaching. It is suggested you select all areas which you might want to teach in the current course approval period.

Topic	Yes	Date Comm. Approves	Topic	Yes	Date Comm. Approves
Affiliate Principles			Taxation Real Estate Transaction		
Course for New Affiliates			Closing & Settlement Procedures		
Office Broker Management			Land Use, Planning & Zoning		
Valuation of Real Estate			Time-shares		
Construction/Property Condition, Energy			Type of Property		
Contracts			Fair Housing		
Agency			Antitrust		
Financing Real Estate			Ethics in Real Estate		
Investment Real Estate			Professional Liability		
License Law & Rules					
Property Management					

7. By my signature I certify all the information above is correct:

Signature _____

Date _____



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Memo

Date: January 2009
To: Education Providers
From: Kathy Riggs
Subject: Uploading Rosters

Directions:

Using Notepad, which is available with any Windows Application, the roster is generated as follows:

There is a header line that will appear before the names of attendees which will allow the course number, provider number, date of completion and roster number to be determined. Immediately following the header line is a line for each licensee with file/license number, last name, first name. Each field is space delimited (please do not use any tabs) and uses the following limitations:

Header Line: Must put RF (must be in caps) in first two spaces and information **must** start in first space of any sequence -

Provider Number: 3-12
Course Number: 13-22 (most courses have 4 digits, if only 3 **do not add** a zero or space before number)
Completion Date: 23-32 (YYYYMMDD)
Roster Number: 33-39

Licensee Information:

File/License Number: 1-10
Last Name: 11-25
First Name: 26-40

Please see sample roster below. Please do not leave any empty lines in the roster or "return" after the last name in a roster. That leaves an empty line that is not appreciated by the program.

As displayed in the roster below, another roster can be added right after the first one by keying in the new roster header and the licensee information with no empty lines between the rosters:

PLEASE NOTE: Do not use tabs to move to columns. I did for the first roster I created and it took more time to take the tabs out than it did to create the roster.

E-mail rosters as an attachment to an e-mail to me at: kathy.riggs@tn.gov

Rosters should be sent on a daily basis, unless no courses were completed on a given day.

Do Not send a roster more than one time unless requested to do so by TREC. If you realize a roster may have problems, contact me by phone or e-mail so we can determine the best way to handle the situation.

Roster Numbers must be sequential. We have found the best sequence is as follows: 09001 for first roster (09 for year and 001 for first roster), then 09002, 09003, etc. If you have already established a roster sequence, continue to use it.

Sample Roster:

RF7777	5555	20020926	02110
123456	Riggs	Kathy	
234567	Bowman	Betsy	
RF7777	6666	20020927	02111
123456	Riggs	Kathy	
234567	Bowman	Betsy	



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TREC CORE Course Topics for 2009-2010

TREC Law, Rule & Policy Update
Supervisional Duties of the Managing Broker
Contracts
 Residential disclosure
 Do's and don'ts of contracts
 Earnest money processing
 Contingencies and dates
 Exclusions

The following course outline, with time frames, was approved by the Tennessee Real Estate Commission at its July 11, 2001 meeting for implementation beginning January 1, 2002. This outline replaces the previous outline adopted by the Commission 11-16-93

Future Course for New Affiliates - Outline revised per Commissioner comments

1. Listings (3 hours)
 - Determining Market Value
 - Advertising
 - All Disclosures
2. Agency (3 hours)
 - All Disclosures
 - Agreement
 - Buyer Representation
3. Contracts (6 hours)
 - Laws
 - Drafting
 - Distinction from Offer
4. Fair Housing - Antitrust (3 hours)
5. Risk Reduction (3 hours)
 - Documentation/Records
6. Tennessee Real Estate Commission's Laws/Rules/Policies (3 hours)
 - Broker/Affiliate/Firm Relationships and Responsibilities
7. Residential/Commercial/Rental Property Management (types of specialties) (3 hours)
8. Ethics and Etiquette (3 hours)
 - Communication
9. Finance (3 hours)
 - Closings

cnaout